

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Assistant Clerk-Magistrate

All Applications must be received by:

POSITION SUMMARY:

This position involves responsible legal work of moderately complex difficulty and some supervisory responsibilities.

The employees in this position assist the Clerk-Magistrate in performing the legal and administrative duties as set forth in state statutes and court rules. Responsibilities include the preparation and maintenance of all court papers and records and the performance of administrative tasks to ensure that cases move rapidly and smoothly to a determination by the court. Work is performed under the direction of the Clerk-Magistrate or First Assistant Clerk-Magistrate. Supervision is exercised over support personnel within the Clerk-Magistrate's Office.

MAJOR DUTIES:

(Any one position may not include all of the duties listed below nor do the listed examples include all tasks which may be found in these positions.)

Receives documents such as letters or pro se petitions from prisoners, communicates with them at the direction of the court and draws orders appointing counsel at the direction of the court.

Receives complaints and petitions from attorneys and pro se litigants and, after papers are filed, advises them on court procedure.

Presents ex parte matters to Associate Justices and on instruction of the court draws and issues required orders.

Arranges for hearings and notifies counsel.

Attends sessions of the court and prepares, accepts, and preserves all files.

Maintains docket record of all cases, files, and petitions submitted to the court.

Records names of involved parties and their attorneys in docket record.

Records and maintains accurate minutes of all orders, judgements, or directions of the court.

Receives and examines all papers, exhibits and transcripts from court-related matters to establish suitability for initial filing; also has responsibility for security of said papers.

Certifies and transmits copies of records when properly requested by other courts and parties.

Issues process as required by the court.

Receives, examines, and reviews all records and briefs to ensure that they comply with the rules of the court and to establish their suitability for initial filing.

Maintains index of cases entered.

Accepts and records all fees and other monies received.

Assists the court in the preparation and promulgation of rules of court.

Maintains and distributes new rules of court and any changes.

Arranges and attends special conferences with the court and counsel.

Arranges hearings and trials held inside the courtroom.

Attends hearings held outside the courtroom (e.g., in hospitals when medical authorities seek the court's permission to perform necessary medical procedures).

Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of state statutes and court rules which prescribe the powers and duties of Clerk-Magistrates and ability to interpret them and apply them to the administrative procedures of the office.

Thorough knowledge of court procedure, legal documents, laws, and legal factors pertaining to the court.

Thorough knowledge of the organization, functions, jurisdiction, and authority of the court.

Ability to maintain complex and accurate court records.

Ability to plan and supervise the work of others.

Ability to maintain effective working relationships with court officials, attorneys, subordinate employees and the general public.

POSITION REQUIREMENTS:

Knowledge, skills and abilities acquired through four years of professional legal experience in an office of a Clerk-Magistrate or Register of Probate or a college degree from an accredited college or university. Note: considerable knowledge of court procedures acquired through a combination of education, training and experience may be substituted for the combination of line experience and education requirements as described above.

SALARY:

Completed Trial Court Applications for Employment and resume should be forwarded to:

Applications for Employment are available at all court locations and at the Administrative Office or may be downloaded from <http://www.mass.gov/courts/jobs> or from the Trial Court Intranet web site at <http://trialcourtweb.jud.state.ma.us/jobs>

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